



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 3/29/18	<u>Interviewer:</u> Sue Guenter-Schlesinger	<b>RFA #18 – 38</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Temporary professional staff		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☒    Student ☐  
 Concern Regarding:    Male ☒ Female ☐    Administrator ☐    Faculty ☐    Staff ☒    Student ☐

**Category:** *(Please check at least one)*

- |  |   |   |                                     |  |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                        | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input checked="" type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |                                     |  |

Time Line		
Date	Item	Comments
3/28/18	[REDACTED] meets with SGS	[REDACTED] tells SGS that an [REDACTED] in the [REDACTED] (unnamed) shared concerns with her about [REDACTED]. [REDACTED] indicates SGS should expect the possibility of the [REDACTED] contacting the EOO.
3/29/18	[REDACTED] calls EOO to schedule an appointment	
3/29/18	[REDACTED] meets with SGS for initial intake	[REDACTED], a [REDACTED] in the [REDACTED], met with SGS to discuss concerns about her supervisor, [REDACTED]. She believes [REDACTED]. [REDACTED] has made inappropriate cultural comments toward her based on her [REDACTED] background as well as a few inappropriate sexualized comments. Additionally, [REDACTED] feels vulnerable because she depends on [REDACTED] to write her evaluations and provide documentation to her [REDACTED]. She believes there is a power differential that is intimidating to her. She also expressed concerns of ethical issues regarding [REDACTED] sensitivity and

		ability to be effective as a [REDACTED] and a mentor.
4/2/18	[REDACTED] meets with SGS	SGS discusses the concerns raised about cultural sensitivities and inappropriate sexual comments, as well as ethical issues regarding [REDACTED]. SGS informs [REDACTED] that a second [REDACTED] has also come in to discuss more egregious concerns regarding inappropriate sexualized comments and other behaviors from [REDACTED] (See Formal Complaint [REDACTED]). SGS indicates to [REDACTED] that it would be important us to meet with Vice President Melynda Huskey as soon as possible.
4/3/18	SGS and [REDACTED] meet with VP Melynda Huskey	SGS reviews the relevant parts of EO-related concerns raised by both [REDACTED] and another [REDACTED] in the [REDACTED]. SGS indicates that she believes [REDACTED] concerns could be resolved informally, but that those involving the other [REDACTED] allegations would need to be dealt with through a formal investigation. SGS discusses the level of intimidation both [REDACTED] are feeling and suggests that when this type of situation occurs, especially in light of a formal investigation, that Vice Presidents may choose to put the alleged offender on administrative paid leave. SGS suggests that Chyerl Wolfe-Lee could be a resource for Vice President Huskey to discuss this.
4/4/18	Hailey Chittick calls [REDACTED] to move appointment due to scheduling conflict	Appointment set for 4/5/18.
4/5/18	[REDACTED] meets with SGS for continuation of intake	Given the nature of her concerns, [REDACTED] indicates she is okay with the EOO resolving this issue informally with [REDACTED]. She indicates that she still needs her [REDACTED] from him and is concerned that she will not receive [REDACTED] and other documents from him that she needs for her [REDACTED]. [REDACTED] asks SGS to inform [REDACTED] supervisor, about these concerns. [REDACTED] also indicates [REDACTED] has been unable to connect with [REDACTED].
4/5/18	SGS t/c [REDACTED]	SGS indicates she will be meeting with [REDACTED] the next day regarding [REDACTED] concerns as well as her need for her [REDACTED].
4/6/18	SGS meets with [REDACTED]	SGS reviews [REDACTED] concerns and received assurance from [REDACTED] that [REDACTED] would get her [REDACTED] within the necessary period for [REDACTED].
4/6/18	SGS t/c [REDACTED]	Leaves voicemail.
4/10/18	SGS meets with [REDACTED]	SGS indicated that she had talked to [REDACTED] about [REDACTED] concern about his insensitivities toward her, and also specifically about her need for her [REDACTED], and that [REDACTED] had committed to completing her [REDACTED] in a timely manner. [REDACTED] said she was satisfied with that outcome.